

Position	Internal Projects Manager
Reporting to	Operations Director
Location	Flexible

Please note that this is a voluntary post.

Please gain confirmation of your line manager support before applying.

Main Responsibilities

Overall:

The Internal Projects Manager plays a vital role in supporting the strategic and operational delivery of Women in Nuclear UK's mission to improve gender balance, support career progression, and promote diversity within the nuclear sector. This role oversees the planning, coordination, and execution of internal initiatives that enhance organisational effectiveness, member engagement, and volunteer collaboration.

The role will be at the heart of our transition to charity and coordinate a cross-functional team to implement new policies as required by the charity regulatory environment.

More detailed responsibilities:

- Lead and manage internal projects aligned with WiN UK's strategic goals.
- Coordinate cross-functional volunteer teams to deliver project outcomes.
- Develop project plans, timelines, and reporting mechanisms.
- Monitor progress and ensure projects are delivered on time and within scope.
- Identify and mitigate risks associated with internal initiatives.
- Support the development and implementation of internal processes and systems.
- Liaise with board members and stakeholders to ensure alignment and transparency.
- Facilitate regular project meetings and provide updates to the Executive Board.
- Promote collaboration and knowledge sharing across WiN UK working groups.
- Maintain documentation and ensure compliance with governance standards.

Qualifications and Experience

It is likely that the successful candidate will have:

- Proven experience in project or change management,
- Strong organisational and time management skills.
- Excellent communication and stakeholder engagement abilities.

Role Description

- Ability to lead and motivate volunteer teams.
- Familiarity with project management tools and methodologies.
- Experience in process improvement or organisational development is a plus.
- Passion for diversity, inclusion, and gender equality in STEM or nuclear sectors.
- Ability to work independently and collaboratively in a remote environment.
- Experience from a non-profit or volunteer-led organisation is desirable.

Commitment required

- Up to 10 hours per month, with likely “peaks and troughs” in work.
- Commitment to the role for at least one year.
- Opportunity for job-share can be explored.

Inclusion

WiN UK is an inclusive organisation. We don't just accept difference—we celebrate it as a core value at the heart of our mission. We believe that an inclusive organisation is a successful and happy organisation. We therefore welcome applications from those in under-represented groups. We are committed to ensuring a fair and inclusive selection process for all applicants.

How to apply

Send your CV with cover letter to operations@winuk.org.uk
with subject line “Vacancy - Internal Projects Manager”
